

Memo

To: Tom Johnston
From: Nigel Boeg, Assistant Director – Material Services
Dr. Heezen, Library Director
Date: 10/15/2008
Subject: DPO for book materials.

The library requests to encumber \$85,000 with Ingram Library Services to be spent on materials for the Adult collection. Materials will be acquired in the areas of fiction, non fiction, best sellers, replace outdated material, and damaged material.

These funds will purchase approximately 3,400 items that will enhance the collection for the community and maintain our accreditation with the Texas State Library. This will also move the library forward to become a library of excellence in the future.

Ingram Library Services has a contract with the State of Texas CO-OP Program, contract number 715-N1.

Available funds, which are located in the Capital Account 36565000-79480-09100, totals \$412,233.